



BOBBY JINDAL
GOVERNOR

State of Louisiana
Statewide Interoperability Executive Committee
<http://gohsep.la.gov/SIEC>

CHRISTOPHER GUILBEAUX
CHAIRMAN

SONYA WILEY-GREMILION
VICE CHAIRMAN

POLICY NAME: INFRASTRUCTURE POLICY

POLICY NUMBER: 005

EFFECTIVE DATE: January 27, 2010

REVISED DATE: July 22, 2015

Infrastructure Policy

I. Purpose

The purpose of this policy is to provide a mechanism to integrate locally procured communications infrastructure into the Louisiana Wireless Information Network (LWIN) in order to improve coverage area and in-building penetration beyond the Statewide Interoperability Executive Committee's (SIEC) 95% or better coverage goal as stated in POLICY NUMBER: 001, Statewide System Requirements Policy.

The SIEC reaffirms our commitment to this standard. This commitment is undertaken with the understanding that any System User Agencies Infrastructure Improvement Request does not address any of the pre-determined sites that are projected to provide the above stated coverage.

The processes outlined in this document will provide guidance for integrating locally provided equipment into the LWIN system.

II. Process

System User Agencies will follow the steps below to integrate planned or existing infrastructure into LWIN:

The SIEC requires all System User Agencies to submit their Infrastructure Improvement Request (Appendix A-Sample Only) to their respective Regional Interoperability Committee (RIC) for a letter of endorsement. In the absence of a RIC, the letter may be sent directly to the SIEC Chairman.

System User Agencies will also furnish a copy to the SIEC Chairman.

When applicable, the respective RIC will review the request and forward a copy with either a letter of endorsement or letter of non-endorsement outlining the reason of their position to the SIEC Chairman.

Current contact Information for the SIEC is provided on the LWIN website: <http://gohsep.la.gov/SIEC>.

The SIEC Chairman will direct the SIEC Technical Sub-Committee to complete a feasibility study to determine viability of the proposed Infrastructure Improvement Request.

SIEC Technical Sub-Committee will present findings to the SIEC or Executive Committee with a recommended course of action.

Upon approval of the Infrastructure Improvement Request, the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) and the Office of Technology Services (OTS) Radio Communications will coordinate the development of all Intergovernmental Agreements (IAs), Memorandums of Understanding (MOUs), and other documents to facilitate the Installation, Operation, and Maintenance (IOM) of all equipment, operating procedures, and means of use.

III. Roles and Responsibilities

System User Agencies

- Submit Infrastructure Improvement Request to their respective RIC with a copy furnished to SIEC Chairman
- Assist in the feasibility study by providing Subject-Matter Experts (SMEs), projected infrastructure equipment, and any possible frequency allocation
- Supply any available frequencies for re-use at proposed site

Regional Interoperability Committee

- Review System User Agency Infrastructure Improvement Request
- Forward Infrastructure Improvement Request to SIEC Chairman with a letter of endorsement/non-endorsement
- Include a list of reasons for their position in the RIC letter

SIEC Chairman

- Confirm receipt to the System User Agency of their Infrastructure Improvement Request
- Present Infrastructure Improvement Request to SIEC or Executive Committee with the Technical Sub-Committee recommendation and any technical analysis regarding capacity requirements for the affected area

- Notify the requesting System User Agency if request was approved / denied
- Provide a letter of explanation to the System User Agency in the event a request is denied.

SIEC Technical Sub-Committee

- Review the System User Agency Infrastructure Improvement Request
- Will conduct an analysis in conjunction with the System User Agency that includes but not limited to cost/benefits analysis, capacity requirements, which zone new infrastructure should be integrated into, or any other technical analysis of the proposed Infrastructure Improvement Request
- Make a recommendation on proposed Infrastructure Improvement Request to the SIEC Chairman

Office of Technology (OTS)

- Will ensure frequency allocation per FCC approved Region 18 700 MHz Public Safety Radio Communication Plan including available 800 MHz frequencies and new 700 MHz frequencies
- Submit applications for proper FCC licensing of frequencies. NOTE: in accordance with section 3.2 of the Region 18 plan, System User Agencies may apply for the frequency licenses if they are the owner of the infrastructure provided they sign an Intergovernmental Agreement allowing all LWIN users access to all interoperability talkgroups as defined in Policy 003 Interoperable Channels and Talkgroups Policy.

IV. Access

The SIEC requires that all sites, including System User Agencies Infrastructure Improvement Request sites, will have all State and Regional Interoperability Talkgroups available. Also any Parish Interoperability Talkgroups that fall within the coverage area of the site will be available. The System User Agencies will retain authority to restrict all other access as they see fit. Any locally owned site which is part of the Louisiana Wireless Information Network will need to grant 24/7 physical access to the housing structure that contains the repeaters to radio technicians from OTS to ensure that routine and emergency maintenance can be provided at any time.

APPENDIX A

DATE

Chairman
Statewide Interoperability Executive Committee
7667 Independence Blvd.
Baton Rouge, LA 70806

RE: Infrastructure Improvement Request

Dear Mr. Guilbeaux,

The REQUESTING AUTHORITY requests to add an additional site to the Louisiana Wireless Information Network (LWIN). The following information is provided for consideration.

1. Contact Name: _____
2. Contact Phone: _____
3. Contact Email: _____
4. Contact Fax: _____
5. Contact Mailing Address: _____
6. Site Name: _____
7. Existing Site? Circle One: YES NO _____
8. Date of Tower Construction: _____
9. Site Address: _____
10. Parish: _____
11. Site Lat/Long: _____
12. ASR Number: _____
13. Tower Owner: _____
14. Tower Owner Phone: _____
15. Tower Owner Email: _____
16. Tower Owner Fax: _____
17. Tower Owner Mailing Address: _____
18. Building Availability: _____
19. Building Size: _____
20. Generator Availability: _____
21. Generator Size: _____
22. Tower height AGL: _____
23. Site ASL: _____
24. Total ASL: _____
25. Antenna Placement: _____
26. Other Antenna Usage: _____

27. Other Leases:	_____
28. Frequencies Currently In Use:	_____
29. Frequencies Available For Re-Use:	_____
30. Estimated Number of Subscribers:	_____
31. Estimated List of Organizations Benefiting:	_____
32. Estimated Cost of Equipment:	_____
33. Estimated Cost of Labor:	_____
34. Funding Source:	_____
35. Estimated Coverage Area:	_____
36. Proposed LWIN Zone:	_____
37. Proposed Frequency Allocation:	_____
38. FCC Request Required:	Circle One: YES NO
39. Other Pertinent Information:	_____

Sincerely,

Signature of Authorized Official

Title of Authorized Official